

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

433



FROM: Bob Doyle, Sheriff-Coroner-PA

SUBMITTAL DATE: April 15, 2003

SUBJECT: Acceptance of a High Intensity Drug Trafficking Area  
(HIDTA) State and Local Initiatives Funding Grant Award

**RECOMMENDED MOTION:** Move that the Board of Supervisors approve acceptance of a High Intensity Drug Trafficking Area (HIDTA) State and Local Initiatives Funding grant award in the amount of \$1,796,276, and authorize the Sheriff to sign the grant award on behalf of the Board.

**BACKGROUND:** For over twelve years, Riverside County has participated in the HIDTA program, which fosters cooperation among law enforcement agencies in their efforts to eliminate drug trafficking locally and nationally. The LA-HIDTA is comprised of the Los Angeles, Orange, Riverside and San Bernardino counties. On March 12, 2002 (3.25, 3.26 and 3.27), the Board of Supervisors approved three HIDTA grant awards from the Office of National Drug Control Policy (ONDCP): funding for a Regional Methamphetamine Task Force (RMTF) in the Riverside and San Bernardino Counties, the Inland Narcotics Clearing House (INCH) and the Inland Crackdown Allied Task Force (INCA). The three awards totaled \$1,795,876.

(Continued on Page 2)  
BR 03-082

Bob Doyle, Sheriff-Coroner-PA

**FINANCIAL DATA:**  
CURRENT YEAR COST: \$560,638  
NET COUNTY COST: -0-  
SOURCE OF FUNDS: HIDTA Grant Funding

ANNUAL COST: \$560,638 (S.B. Co. share equals \$675,000)  
IN CURRENT YEAR BUDGET: YES  
BUDGET ADJUSTMENT: NO  
FOR FY 2002-03

C.E.O. RECOMMENDATION:

**APPROVE**

Positions to be Deleted  
per A-30

COUNTY EXECUTIVE OFFICER SIGNATURE

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended by the Executive Office.

Ayes: Buster, Venable, Wilson and Ashley  
Noes: None  
Absent: Tavaglione  
Date: April 15, 2003  
xc: Sheriff-Coroner-PA, Co. Co., Auditor

Nancy Romero  
Clerk to the Board  
Deputy

Prev. Agn. Ref.

Dist.

AGENDA NO.

3.27

APR 08 2003

Consent Policy  
Consent Policy

Department Recommendation:  
Per Executive Office:

HIDTA MULTIPLE (RMTF, INCH & INCA) BR 03-082  
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THE ONDCP has notified the Sheriff's Department it has been allocated HIDTA funds for this year. Unlike previous years, when funding was allocated through three separate grant awards, this year all three programs have been unified into one grant award in the amount of \$1,796,276. The proposed grant period will be from January 1, 2003 through December 31, 2003. County Counsel has approved the grant award documents as to form.

Funding levels for the RMTF and INCH will remain unchanged at \$1,275,000 and \$150,000, respectively. The RMTF award of \$1,275,000 will continue to be split between two counties, with Riverside County receiving \$600,000 and San Bernardino County receiving \$675,000. The INCA funding amount of \$371,276 is \$400 more than last year. No County match is required.

The objectives of these grant programs remain unchanged. The RMTF will continue to provide a strong pro-active approach to the clandestine laboratory and Methamphetamine problem in the Inland Empire. INCH will provide intelligence support on major narcotic cases to each law enforcement agency and a multi-agency task force within Riverside and San Bernardino Counties. INCH will also aid the task forces by providing a variety of law enforcement agencies with connections to the Statewide Integrated Narcotics System (SINS). INCA, established in 1996 as an extension of the Inland Narcotics Clearing House (INCH) program, will support the efforts of the Bureau of Narcotics Enforcement in enforcing the controlled substance laws of the State of California. It is responsible for increasing the flow of narcotic-related intelligence information between the various law enforcement agencies in California and other similar Crackdown Task Forces.

# Budget Detail Report

Fiscal Year: 2003

HIDTA Location: Los Angeles

Grant: I3PLAP540

Task Force: Regional Methamphetamine Task Force

Recipient Agency: Riverside County Sheriff's Department

Source Agency: San Bernardino County Sheriff's Department

Overtime: Position	Hours	Rate	Amount
Sergeants	1.00	\$47,575.00	\$47,575
Investigators	1.00	\$342,539.00	\$342,539
<b>Total Overtime:</b>			<b>\$390,114</b>

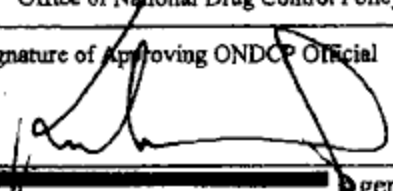
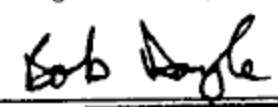
Travel: Purpose	Amount
Air Transportation	\$7,000
Public Service Transportation	\$200
Rental Automobile	\$1,800
Lodging	\$3,500
<b>Total Travel:</b>	<b>\$12,500</b>

Services: Name	Months	Rate	Amount
Cell Phones	12	\$4,900.00	\$58,800
Certification Updates	1	\$6,200.00	\$6,200
<b>Total Services:</b>			<b>\$65,000</b>

Equipment Description	Qty	Unit Price	Amount
Surveillance Equipment	1	\$28,000.00	\$28,000
Self Contained Breathing Apparatus	15	\$2,000.00	\$30,000
Lab Safety/Air Monitoring Equipment	1	\$22,000.00	\$22,000
Computer Software	1	\$27,386.00	\$27,386
<b>Total Equipment:</b>			<b>\$107,386</b>

Supplies: Name	Months	Rate	Amount
Helicopter Fuel	1	\$92,000.00	\$92,000
Lab Safety Supplies	1	\$8,000.00	\$8,000
<b>Total Supplies:</b>			<b>\$100,000</b>

**Total: \$675,000**

<b>Executive Office of the President Office of National Drug Control Policy</b>		<b>AWARD</b> Cooperative Agreement	Page <u>1</u> of <u>6</u>
1. Recipient Name and Address Riverside County Sheriff's Dept. PO Box 512  Riverside, CA 92502		4. Award Number: I3PLAP540	
		5. Project Period: 1/1/2003 to 12/31/2003 Budget Period: 1/1/2003 to 12/31/2003	
1A. Recipient IRS/Vendor No.	6. Date: 4/4/2003	7. Action <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Supplemental	
2. Subrecipient Name and Address	8. Supplement Number		
2A. Subrecipient IRS/Vendor No.	9. Previous Award Amount		
3. Project Title Multiple initiative(s)	10. Amount of This Award		\$1,796,276.00
		11. Total Award \$1,796,276.00	
12. Special Conditions (Check, if applicable)  <input checked="" type="checkbox"/> The above Cooperative Agreement is approved subject to such conditions or limitations as are set forth on the attached <u>5</u> page(s).			
1. Statutory Authority for Grant: Public Law 108-7			
<b>AGENCY APPROVAL</b>		<b>RECIPIENT ACCEPTANCE</b>	
14. Typed Name and Title of Approving ONDCP Official  Kurt F. Schmid Office of National Drug Control Policy		15. Typed Name and Title of Authorized Recipient Official  Sheriff Bob Doyle Riverside County Sheriff's Dept.	
16. Signature of Approving ONDCP Official 		17. Signature of Authorized Recipient 	Date 4-15-03
<b>Agency Use Only</b>			
18. Accounting Classification Code		19. HIDTA AWARD	

**Office of National Drug Control Policy      Attachment to Award # I3PLAP540**  
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**Award Recipient:** Riverside County Sheriff's Dept.

**HIDTA:** Los Angeles

**Initiative:** Multiple initiative(s)

**Project Contact:** Captain Dan Borden

**Award Amount:** \$1,796,276.00  
12/31/2003

**Award Period:** 1/1/2003 to

**ONDCP Contact:**

All requests for payment and inquiries should be submitted to:

The National HIDTA Assistance Center  
8401 Northwest 53rd Terrace, Suite 208  
Miami, Florida 33166  
(305) 716-3270

**A. Conditions**

1. The award is based on the detail budget attached to the application submitted for this initiative. This is your approved budget for the initiative and any deviation must comply with the reprogramming requirements as set forth in the ONDCP Guidelines.

**B. General Provisions**

1. This award is subject to:
  - a. the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, also known as the "Common Rule",
  - b. the Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Statutes And Implementing Regulations.
  - c. the audit requirements of OMB Circular A-133,
  - d. the cost principles contained in OMB Circular A-87, and
  - e. the administrative guidelines contained in ONDCP's Financial and Administrative Guidelines.

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**2.      Payment Basis**

OMB Standard Form 270 - Request for Advance or Reimbursement" shall be used to request payment. Copies of invoices, payroll registers, and canceled checks must accompany the SF 270 to provide documentation for the reimbursement request. Request for advances will be accompanied by detail specifying the obligation. Documentation of how the advance was spent must be submitted before another advance or reimbursement can be requested. Funding for this award is authorized to be paid on a monthly basis.

Payments will be made via Electronic Fund Transfer to the award recipient's bank account. Recipients are therefore requested to provide the following information in Block 10 of the SF 270: bank name, bank address, bank telephone number, point of contact at the bank, American Bankers Association (ABA) number, and account number. This will provide the banking information needed to make payments to the proper bank account. The bank must be FDIC insured. It is desirable that the bank be a member of the Federal Reserve System. The account must be interest bearing. (All payments greater than \$25,000 must be made by EFT. Recipients must request a waiver from this provision for payments less than \$25,000).

**Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and subgrantees shall promptly, but at least quarterly, remit interest earned on advances to ONDCP. The grantee or subgrantee may keep interest amounts up to \$100 per year for administrative purposes. (21 CFR Section 1403.21i)**

**3.      Reporting Requirements**

Financial Status Reports (OMB Standard Form 269) will be required quarterly during the award period and at the end of the award. Performance reports will be required as specified in the Program Guidance.

Note that the final financial reports should be cumulative for the entire award period.  
Performance Reports: Due as specified in the Program Guidance.

**Financial Status Reports (OMB Standard Form 269) should be submitted to Office of National Drug Control Policy, 750 17<sup>th</sup> Street, NW, Washington DC 20503. Attn: Phuong DeSear, Room 538. Phone: 202-395-6739, Fax: 202-395-5176.**

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**Special Conditions**  
**HIDTA Cooperative Agreements**

The following special conditions are incorporated into each award document.

1. In order to provide for compatibility, integration, coordination, and cost effectiveness in the use, procurement, and operation of ADP systems, equipment, and software, recipients are encouraged and authorized to enter into joint purchase or service agreements on a reimbursable or nonreimbursable bases with other HIDTA award recipients. Award recipients are authorized and encouraged to enter into joint purchases or service agreements with other HIDTA award recipients.
2. No federal funds shall be used to supplant state or local funds that would otherwise be made available for project purposes.
3. The operating principles found in 28 CFR Part 23, which pertain to information collection and management or criminal intelligence systems, shall apply to any such systems supported by this award.
4. Prior to expenditure of confidential funds, the award recipient or subrecipient shall sign a certification indicating that he or she has read, understands, and agrees to abide by all of the conditions pertaining to confidential fund expenditures as set forth in Attachment B to the ONDCP Financial and Administrative Guide for Cooperative Agreements. This certification should be submitted to the Assistance Center.
5. The award recipient agrees to account for and use program income, including but not limited to asset forfeitures, in accordance with the "Common Rule" and the ONDCP Financial and Administrative Guide for Cooperative Agreements. Moreover, the use of program income must be consistent with the National Drug Control Strategy.
6. Where furniture has been approved in the budget, the recipient will make every effort to utilized existing State and local surplus property prior to the purchase of any furniture, including computer furniture or items of similar nature.
7. The award recipient may not use designated aircraft assigned to HIDTA-approved task operations and initiatives for the transport of VIP Executive(s) or similar circumstances not relating to the goals and objectives of state and local law enforcement programs.
8. The budget submitted with the proposal is approved.

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Reprogramming between budget categories within the same agency and initiative requires the approval of the respective HIDTA Director and must be in accordance with procedures established by the Executive Committee.

Reprogramming of funds between agencies or initiatives requires the written approval of the ONDCP HIDTA Office, regardless of the dollar value of the reprogramming.

In all cases the recipient is responsible for maintaining detailed records of the reprogramming activities and forwarding notification to your HIDTA Director regarding reprogramming activities as they occur.

9. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, "Audits of State and Local Governments." The management letter must be submitted with the audit report. Audits must be submitted no later than thirteen (13) months after the close of the recipient organizations audited fiscal year. The submission of the audit report shall be as follows:

An original and one copy shall be sent to the cognizant Federal Agency. Also, a copy of the audit report shall be sent to **Office of National Drug Control Policy, 750 17<sup>th</sup> Street, NW, Washington DC 20503. Attn: Phuong DeSear, Room 538. Phone: 202-395-6739, Fax: 202-395-5176.**

10. The recipient agrees to submit operation reports as defined in the Current Year Program Guidance.

11. Equipment acquired under the grant program must be used by the recipient in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program, the equipment may be used in other activities supported by the Federal agency. The recipient may dispose of the original equipment when no longer needed or supported by the grantor agency.

Inventory lists must be supplied to the HIDTA Director to facilitate the sharing of equipment within and between the HDTAs. Items to be inventoried include Communications, Computer & Related Equipment, Surveillance Equipment, Photo, Vehicles, Video, and Weapons.

12. The recipient will be permitted to designate funds that would be matched or shared; however, these matched or shared funds will not constitute an obligation on behalf of the recipient.



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13. Budget item submissions for equipment and other contract items are accepted as best estimate only and are not deemed approved at that price. Recipients are required to assure such items are not currently available, are not duplicative or excessive, and should make market surveys and obtain the best prices available.

14. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 CFR section 42.302), that is approved by the Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the drawdown of funds.

15. The recipient agrees to complete and keep on file, as appropriate, Immigration and Naturalization Service Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.

**RECIPIENT ACCEPTANCE OF SPECIAL CONDITIONS**

Bob Doyle  
Typed Name  
Sheriff  
Title  
Bob Doyle  
(Signature)

4-15-03  
Date